

APPENDIX X
EXAMPLE LETTER TO ACKNOWLEDGE DONATIONS

Unit Family Readiness Group Full Name

Unit Address

City, State Zip

Name of Donor (Person, Business, Organization, etc.)

Donor Address

City, State Zip

TO: (Name of individual Donor, Business or Organization Point of Contact):

Regarding your — Donation

of: _____

(*If cash/check, write the actual amount above. If other than cash, name the item or services provided. Do not indicate dollar value for items or services (the donor can establish value for items or services in consultation with their accountant or an IRS representative.)

Our _____ Family Readiness Group
gratefully acknowledges your contribution. Your contribution will assist us in
accomplishing our goal of _____.

Thank you for your valuable assistance.

Sincerely,

(Signature)
FRG Chairperson

(Signature)
FRG Treasurer